

Evaluation of Employee Orientation Period

This evaluation should be completed by the employee's direct supervisor at the conclusion of the orientation period for a new employee or for an employee in a new role. In addition to commenting on the employee's performance to date, the supervisor should consult with the employee to set performance goals that apply from now through the end of the standard annual evaluation period (typically ends March 31).

Submit form to: Director of Operations.

Employee

Employee Name:

Position Title:

Date of Hire:

Overall Evaluation

The employee's performance is:

- Satisfactory.
- 30-Day Extension of Evaluation Period Requested.
- Unsatisfactory – Recommend Termination of Employment.

Supervisor's Comments:

Signature of Supervisor

Date

Employee's Comments (optional):

My supervisor has reviewed this evaluation with me.

Signature of Employee

Date

Unit Head Signature

Signature of Unit Head

Date

Goals

The employee and their supervisor should confer to develop 2-4 individual goals for the employee to accomplish during the evaluation period. Create goals using SMART (Specific, Measurable, Attainable/Achievable, Relevant, Trackable/Time-bound) criteria. Consider:

- Contributions toward organizational goals.
- Areas for professional growth (e.g., leadership, communication, technology, specialized skills).
- Activities that would support professional growth (e.g., training, conferences, LinkedIn Learning, workshops, certifications, participation on committees or special projects).
- Goals identified by the employee.

Use these resources: [Writing S.M.A.R.T. Goals](#) and [Goal-Setting Form](#) (PDF).

Employee

Employee Name:

Period for these goals: (end of orientation period) to (end of standard evaluation period)
